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Bulletin Number 58502BR

Type of Recruitment Interdepartmental Promotional Opportunity

Department Medical Examiner-Coroner

Position Title ADMINISTRATIVE DEPUTY I

Exam Number A1042-A

Filing Type Standard

Filing Start Date 08/10/2015

Filing End Date 08/19/2015

Filing End Time 5:00 pm PST

Salary Type Monthly

Salary Minimum \$8,187.42

Salary Maximum \$12,392.33

Special Salary Information **Management Appraisal of Performance Plan (MAPP):** This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

Benefits Information **Non-Represented Employees**
• Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched 401(k) Savings and Deferred Compensation & Thrift Plans • 11 Paid Holidays • 10 paid leave days and option to buy one to 20 more • Flexible Work Schedules

Position/Program Information The Administrative Deputy I works under the general direction of a chief deputy director or department director and is responsible for functioning as the highest-level executive manager over administrative support operations and services for a smaller County department. Administrative areas managed include departmental finance, budget, and human resources and at least one or more of the following: contract administration, information technology, facilities management, capital projects, materials management, or other administrative support functions. The Administrative Deputy I formulates and recommends administrative policies and objectives, and designs and implements strategic direction for administrative operations to maximize operational efficiency, improve services, reduce administrative cost, and ensure compliance with County and departmental guidelines. This position requires the incumbent to apply a comprehensive knowledge of organizational planning and management, fiscal and budget administration, personnel management, employee relations, and departmental programs and operations. In addition, the Administrative Deputy I directs through subordinate supervisors a staff comprised of supervisory, professional, technical, administrative and clerical support positions.

Essential Job Functions The Administrative Deputy I, duties include and are not limited to the following:

- Directs the central administrative operations and services of a County department's administrative functional areas including finance, human

resources, facilities management, information technology, materials management, and other administrative support functions.

- Directs the planning, development, and administration of a department's fiscal operations including the collection of revenue and control of expenditures; directs the preparation and analysis of a department's budget and participates in budget negotiations and presentations.
- Directs the planning, administration, and evaluation of human resources program for a County department.
- Initiates and directs administrative and cost studies of departmental operations and procedures, directs the preparation of reports, and recommends and implements new and revised policies and procedures based on study findings.
- Directs a department's centralized contracting operations and activities including the development, administration, and management of contracts and associated contract service monitoring.
- Directs the procurement, warehousing, inventory control, and supply distribution operations of a small sized County department; evaluates and recommends to executive management policies, procedures, instructions and guidelines for the effective operation of the departmental materials management and procurement systems.
- Formulates, implements, and enforces administrative policies for the department, subject to review by the department head; participates in the development and implementation of departmental goals and objectives.
- Oversees the collection, analysis, and maintenance of production and performance statistics for the department.
- Coordinates the department's centralized administrative support functions and services with that of other divisions and programs, County departments, outside agencies, and vendors.
- Designs and implements strategic direction for administrative operations to effectively meet current and future administrative needs for the entire organization.
- Oversees long and short term planning and policy development for the department with particular emphasis on administrative services and operations.

Requirements

SELECTION REQUIREMENTS

Graduation from an accredited* college or university with a Bachelor's degree in Business Administration, Public Administration, Management, or a closely related field -and- Two years of responsible experience** supervising an administrative support function such as finance and budget, or human resources at the level of the Los Angeles County class of Administrative Services Manager II*** or higher.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Experience in planning, developing, and preparing County budgets, and monitoring expenditures.
- Experience in managing a variety of administrative, human resources and other support functions in both staff and line capabilities.
- Experience in developing, negotiating and administering contracts for public or private sector entities.
- Strong verbal communications and written skills to convey complex ideas, concepts, County departmental policies and procedures.

**Special
Requirement
Information**

*To qualify, applicants must submit a legible copy of the official diploma or, official transcripts, or official letter from the accredited institution awarding the degree, at the time of filing or within 15 calendar days from the date of filing.

**Responsible experience is experience having some authority which evolved into complete authority to make decisions relating to administrative support of a department.

***In the County of Los Angeles, Administrative Services Manager II are responsible for supervising a unit of analysts performing a full range of difficult to complex analytical assignments within one or more administrative functional areas such as human resources, contracts, budget, finance and other closely related administrative functional areas.

**Accreditation
Information**

Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

This examination will consist of three parts:

PART I

A qualifying proctored on-line test that will assess, self-motivation; director potential; deductive reasoning ability; director judgment; building relationships; leadership professionalism; drive for results; and business acumen.

Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

Candidates who are unsuccessful on the written test will be notified by mail and will not proceed to remaining portions of this exam.

PART II

An evaluation of training and experience based on the application information and Desirable Qualifications weighted 25%.

Part III

An interview that will assess job preparation and knowledge of position; leadership and management abilities; analytical and decision-making abilities; and oral communication and interpersonal effectiveness weighted 75%.

Invitation letters for all exam parts may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address.

Candidates will be notified of their test results by US mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible list.

**Special
Information**

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>.

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation." You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

An eligible list resulting from this examination will be used to fill vacancy at the Medical Examiner/Coroner Department.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed to the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift

Day

**Job Opportunity
Information**

Restricted to permanent employees of the County of Los Angeles. who have successfully completed their initial probationary period. Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam: Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Application and
Filing
Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application, copy of degree, statement of interest and resume ONLINE only. Applications will not be accepted by mail, fax, or in person.

Apply online by clicking on the tab above or below this bulletin that reads, "Apply to Job".

The acceptance of your application depends on whether you have clearly shown that you meet the Selection Requirements. The application and resume should include education completed, positions held, salary, any special

qualifications and the following information:

Names of schools, colleges or universities attended, dates attended, fields of study, and degrees earned. (Please enclose verification of degree(s) such as a copy of diploma or transcripts along with your application.)

For organizations and programs managed, the name of each employer, job title, size of organization's budget, the amount of the budget for which you had direct responsibility, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

Applications received after 5:00 p.m., PST, on the last day of filing will not be accepted. Applicants may either upload required or additional documents (i.e., resume, copy of degree, etc.) as attachments at the time of filing or within 15 calendar days of filing online or email the required documents to ptorres@hr.lacounty.gov. Please include your name, exam number, and exam title on the documents. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Penny Torres
Department Contact Phone	(213) 974-2786
Department Contact Email	ptorres@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2057
Teletype Phone	(800) 899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Administration

Job Type Officials and Administrators

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